



## STANLY COUNTY DEPARTMENT OF SOCIAL SERVICES

1000 NORTH FIRST STREET, SUITE 2  
ALBEMARLE, NORTH CAROLINA  
28001

[WWW.STANLYDSS.COM](http://WWW.STANLYDSS.COM)

**TAMMY SCHRENKER**  
**DIRECTOR**

(704)982-6100 • Fax (704) 983-5818 • COURIER # 03-23-02

### **JOB OPPORTUNITY**

**POSITION:** Child Support Agent I (Part-Time 25 hours per week)

**LOCATION OF POSITION:** 1000 North First St., Suite 2  
Albemarle, NC 28001

**SALARY:** \$14.98/hour – work week is 25 hours

**POSITION AVAILABLE:** August 25, 2014

**DUTIES AND RESPONSIBILITIES:** Work involves initiating, organization of new cases, interviewing public assistance and non-public assistance clients to obtain data regarding the absent parent; determining the course of action; locating the absent parents of minor dependent children; and establishing voluntary paternity; determine if the parent is capable of contributing to the support of the child, and establishing support obligations including medical insurance provisions through the Court system; preparing numerous legal documents, including court orders as required by law. This includes documents of other states or countries to request their assistance in establishment, registration or modification of court orders, performing administrative, technical, and special investigative duties for the Establishment Unit of the Child Support Division. The Agent must maintain the ACTS database as related to each case in the caseload. The Agent does not go into Court unless called as a witness. Competence in computer skills is required.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** Graduation from high school and two years of experience in eligibility, investigative, judiciary, or legal work that provides the knowledge, skills, and abilities needed to perform the work; or an associate degree in business administration, human resources, law enforcement or closely related degree and one year of experience in eligibility, investigative, judiciary, or legal work that provides the knowledge, skills, and abilities needed to perform the work; or a four year degree; or an equivalent combination of education and experience.

**ADDITIONAL REQUIREMENTS:** Must have valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use. A criminal records check and a driver's license check will be conducted. Official transcript must be included with the application. Computer skills preferred.

**RECRUITMENT PERIOD:** August 25, 2014 through 5:00 on September 8, 2014.

**HOW TO APPLY:** A fully completed State of North Carolina for Employment Application from (PD107) is required.

**WHERE TO APPLY:** Employment Security Commission  
2215 US Hwy 52 North  
Albemarle, NC 28001

Applications will be reviewed to select the best qualified applicants for admission to an interview.

**STANLY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**